

Hardship/Admin Review Screen

The screenshot shows a web application titled "MainMenu Frameset - Microsoft Internet Explorer provided by State of South Dakota". The application has a left-hand menu with the following items: "DH94 STARS TEST", "Actions", "Client Search", "MH: Waiting List", "MH: Impact", "MH: Util. Rvw", "Medicaid Exmpt Providers", "Unique ID Mod", "Unique ID Merge", "Transfers(206)", "System Message", "Support Tables", "Utilities", "Administration", "Reports", "About", and "Close". The main content area is divided into four tabs: "General Info", "MH", "ADA I", and "ADA II". The "General Info" tab is active, showing client information for "James Bond" with Unique ID "123401011950MHE" and Local ID "007". The "MH" tab shows "Service(s)" and "Income Eligibility". The "ADA I" tab shows "Income Eligibility". The "ADA II" tab is titled "Hrdshp/Adm Rvw" and contains a table titled "Client's Hardship Admin Review Record(s)". The table has columns: "Division", "Hrdshp From", "Hrdshp To", "Hardship Denied", "Admin Apprvd From", "Admin Apprvd To", and "Admin Denied". The table contains one record for "ADA" with "Hrdshp From" and "Hrdshp To" blank, "Hardship Denied" as "11/1/2008", "Admin Apprvd From" as "11/1/2008", and "Admin Apprvd To" as "5/31/2009". The "Admin Denied" column is blank. The browser status bar at the bottom shows "Done" and "Trusted sites".

The above screen is “View Only” for Providers.

Information on the “Hardship/Admin Review Screen” pertains to a client in which an application for Hardship consideration was submitted to the Department of Human Services. Hardship information regarding when appropriate to apply can be found in the Income Eligibility documentation provided by the Department.

The above screen identifies what Division the hardship is being applied with and also length of approval. However, if denied, this will be noted on the screen. If after this denial the client/family is still not satisfied and goes through an appeal process with the Department, the outcome will also be listed on the screen. The information will either include an approval with length listed for the hardship funding or the date the Department also denied funding.

To access the “Hardship/Admin Review Screen” the following steps are required:

1. Locate the client from the “Client Search Screen” and single click on the client record.
2. Then click on the “Most Recent” tab located on the bottom menu of the “Client Search Screen” which opens the “Client Information Screen.”
3. Provided the client had an income record completed, the” Hardship/Adm Review” tab. above located on the top menu bar will be enabled. By clicking on this tab the “Hardship/Admin Review Screen” will open up for viewing.
4. The “Cancel” tab will return to the “Client Search Screen”.

Hardship/Admin Review Detail Screen

MainMenu Frameset - Microsoft Internet Explorer provided by State of South Dakota

DH94 STARS
TEST

Actions
Client Search
MH: Waiting List
MH: Impact
MH: Util. Rvw
Medicaid Exmpt
Providers
Unique ID Mod
Unique ID Merge
Transfers(2006)
System Message
Support Tables
Utilities
Administration
Reports
About
Close

Unique ID: 123401011950MHE Local ID: 007 First Name: James MI: Last Name: Bond
MH: Adm Date: ADA: Adm Date: 7/1/2008 Provider: Human Services Center Adult Chemical Dependency Tr

Client's Hardship Admin Review Record(s)

Hardship Information
☒ ADA ☐ MH
Approved From:
Approved To:
Denied Date:
11/1/2008

Admin Review Information
Admin Rvw Approved From: 11/1/2008
Admin Rvw Approved To: 5/31/2009
Admin Review Denied:

Save Cancel

Done STARS April 07 Manual.doc - Microsoft Word Trusted sites

This screen is for State Administration staff, therefore the following instructions do not pertain to the provider.

1. Access the screen by clicking “Hardship/Admin Review” tab
2. By clicking on the “Add” tab located on the bottom of the “Hardship/Admin Review Screen”, the above screen will open up to Add a Client’s Hardship/Admin Review.
3. By clicking on the “Edit” tab located on the bottom of the “Hardship/Admin Review Screen”, the above screen will open up to edit a Client’s Hardship/Admin Review.
4. To Delete a record, single click on the record on the “Hardship/Admin Review Screen” and then the “Delete” tab. A prompt will ask if the record is to be deleted and click on “Yes” to delete.
5. “Cancel” will take return to the “Hardship/Admin Review Screen”.